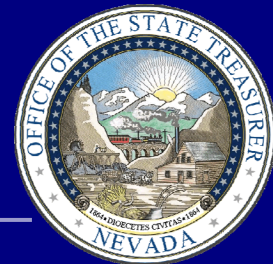




REPORTING INSTRUCTIONS & FORMS



NEVADA

Holder Reporting

**State
of
Nevada**

Unclaimed Property Holder Reporting Manual

Office of the State Treasurer
Unclaimed Property

Dan Schartz
State Treasurer

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**Dan Schwartz
State Treasurer**

Dear Holders of Unclaimed Property:

As custodian of the state's unclaimed property, the State Treasurer's Office is responsible for collecting, safeguarding, and reuniting unclaimed property with its rightful owners or their heirs. The office is charged with ensuring compliance with Nevada Revised Statutes 120A, including holder reporting of unclaimed property to the State Treasurer's Unclaimed Property Division each year. Currently, the state is holding more than \$650 million dollars in unclaimed assets.

As a business owner you play a critical role in the process. We could not accomplish the increased success rate without you, as your support and adherence to Nevada's unclaimed property laws play a pivotal role.

To help you complete your statutory obligation of filing your annual report, we have published an Unclaimed Property Holder Reporting Manual, which includes instructions for completing necessary forms, timelines for submission of reports, and other helpful information designed to make this process as simple as possible for businesses across the state. We have also created a helpful trifold brochure that provides a step-by-step review of the process, including "Reporting Unclaimed Property...as easy as 1, 2, 3". Both of these publications are available on our website at http://www.nevadatreasurer.gov/Unclaimed_Property/UP_Home/.

Please note that several important changes have been enacted to the state's unclaimed property reporting provisions. Failure to adhere to the provisions can result in interest and penalties being assessed for non-compliance, thus it is important you take the time to review the Unclaimed Property Holder Reporting Manual instructions and guidelines.

Should you need assistance or are unsure of certain requirements, please feel free to contact the Unclaimed Property Division via email at nvholder@nevadatreasurer.gov or by calling (702) 486-4140.

With Respect,

State Treasurer

STATE OF NEVADA UNCLAIMED PROPERTY QUICK REFERENCE GUIDE

Preferred Payment method is Nevada Unclaimed Property
EFT If you must send a check, Checks Payable To: Reference your Holder ID # on your check (must be under \$10,000)
PAYMENTS OF \$10,000 OR MORE MUST BE SENT BY EFT

Online Holder Reporting Info: [Page 17](#)

EFT-ACH & Wire Remittance: See page 39 for instructions

Stock Registration & Delivery: Bank of New York Mellon
See page 14 for delivery instructions

Mutual Funds: Nevada Unclaimed Property
See page 16 for delivery instructions

Dividend Reinvestment Plans: Nevada Unclaimed Property
ACS Unclaimed Property Clearinghouse
See page 15 for instructions

Safe Deposit Boxes: See page 29 for safekeeping instructions

Remit & Report Due Date: October 31st — all businesses other than insurance entities
For property presumed abandoned as of June 30

April 30th — for all insurance entities only
For property presumed abandoned as of December 31

If you CANNOT FILE ON LINE please Mail Report w/ Nevada Unclaimed Property
Remittance To: 555 E Washington Avenue, Suite 4200
Las Vegas NV 89101-1070

Reporting Requirements: NAUPA formatted CD ROM or USB flash drive for reports with 11 or more properties. See page 219-21.
10 or fewer properties may be submitted in printed format. Forms UP -1 and UP-2 required.

Aggregate Reporting: No Due Diligence required on properties under \$50. Please provide **all** owner detail, if available. There is no minimum amount threshold. Any amount meeting abandoned property requirements is reportable.

Due Diligence: Must be performed within 60—120 days prior to report submission.
See page 10 for details.

Reciprocal Reporting: States must report property to the state of the owner's last known address. Holders must request written permission to report property for other states. The property must be in compliance with those states' laws and procedures and submitted electronically in NAUPA format, or it will be returned unprocessed.

Zero Property (Negative) Report: Only required from holders incorporated, domiciled or have reported property to Nevada in the last three years. Do not send a report if you have no business dealings in Nevada. Zero Property (Negative) holder reports can be filed online at [Online Holder Reporting](#).

Signature Requirements: Holder report must be signed by an authorized employee of the entity in the presence of a notary.

Penalties & Interest: See page 6 for information.



PENALTIES—INTEREST

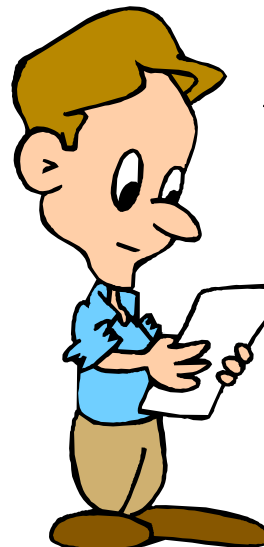
As a holder of abandoned property, we encourage you to read this booklet in its entirety prior to preparing your report. It is designed to provide holders with the requirements for reporting, remitting and delivering abandoned property to the Nevada State Treasurer's Office.

Each year voluntary compliance continues to increase making it more time consuming to add reported detail to our unclaimed property database. It is this agency's responsibility to maintain the integrity of the data received for ease of use for property owners, timely payment of claims and to ensure that holders report and remit all unclaimed property in the manner as set forth by the State of Nevada.

10% 20%
70% 30%
50%
60% 40%

NEVADA REVISED STATUTES (NRS) 120A.730

- ◇ A holder that fails to report, pay or deliver property within the time prescribed, may be assessed interest charges at a rate of 18 percent (18%) per annum on the property or value thereof from the date it should have been reported, paid or delivered.
- ◇ A holder that fails to perform other duties imposed, shall pay in addition to interest, a civil penalty of \$200 for each day the report, payment or delivery is withheld or the duty is not performed, up to a maximum of \$5,000.
- ◇ A holder that willfully fails to report, pay or deliver property within the time prescribed or willfully fails to perform other duties imposed, shall pay in addition to interest, a civil penalty of \$1,000 for each day the report, payment or delivery is withheld or the duty is not performed, up to a maximum of \$25,000.
- ◇ A holder that makes a fraudulent report shall pay, in addition to interest, a civil penalty of \$1,000 for each day from the date a report was due, up to a maximum of \$25,000, plus 25 percent of the value of any property that should have been but was not reported.



*Tip...
Want to avoid unclaimed property? Simply return it to the rightful owner and Voila!...it will no longer be abandoned.*



GENERAL INFORMATION

HELP US HELP YOU

The Nevada State Treasurer's Office strives to reunite owners with their property within 120 days. It is for this reason we request specific proof and documentation to ensure property is returned to the rightful owner. This can only be achieved based on the information and property descriptions provided by you in your holder reports. Prior to preparing and remitting holder reports, please make certain all information that provides assistance in identifying the owners and properties is listed. In doing so, you will help us help you by eliminating the need to redirect claimants back to you. The owners' complete names, addresses and social security numbers are essential in verifying the rightful owner during claims processing.

REPORTING REQUIREMENTS

Nevada law requires all business organizations and individuals ("Holders") to annually review their financial records to determine whether they are holding any funds, securities or tangible properties that have been unclaimed for the required dormancy period. If so, holders must file a report and remit the property to the state of the last known address. *For a complete list of Property type codes and Abandonment Periods refer to page 31. Dormancy period is generally 1 to 3 years in Nevada.*

There is no minimum amount threshold. Any amount that meets Nevada abandoned property requirements, pursuant to NRS 120A, is reportable.

WHAT IS UNCLAIMED PROPERTY?

Unclaimed property can be any financial asset owed to another business or individual. Property is considered abandoned when there has been no activity or contact with an owner for a specific period of time. The property type will determine the abandonment period; however, it is typically three years. When a holder attempts to locate the rightful owner have been unsuccessful, the assets must be "escheated" to the Nevada State Treasurer's Office, which, in turn, holds the assets in perpetuity. The law requires the state to advertise the rightful owners' names in an effort to return the assets. Once the assets are reported to the state, the holder is released from any liability.



Nevada Unclaimed Property law is located in the Nevada Revised Statutes (NRS) Chapter 120A and online at <https://www.leg.state.nv.us/NRS/NRS-120A.html>.



GENERAL INFORMATION

WHEN ARE HOLDER IDENTIFICATION NUMBERS ISSUED?

Holder Identification Numbers are issued upon registering for Online Holder Reporting (page 17). First-time filers submitting reports by mail or courier will not be issued a Holder Identification Number until the initial report is received.

WHAT MUST BE REPORTED?

Property in which no contact has been received by the holder, from the owner, after performing Due Diligence or in which the owner cannot be located after the required statutory period of time has lapsed. Page 31 provides dormancy periods. Pages 36 & 37 provide the dates when property is to be remitted after the dormancy period has expired.

REPORTABLE ITEMS with their respective property codes and dormancy periods, are located in the NAUPA Property Type Codes section of this booklet on page 31.



Examples of reportable items include *wages, commissions, payroll or salary checks, utility deposit refunds, checks, money orders, traveler's checks, safe deposit box contents, gift cards and gift certificates*. In addition, holders domiciled in Nevada must report items to Nevada that have no owner name or address, as well as, all items where the last known address is in a foreign country.

WHO MUST REPORT ABANDONED PROPERTY?

Any entity or person in possession of property (subject to NRS Chapter 120A) that belongs to a Nevada resident is considered a holder of unclaimed property and is required to report that property to the state. This also includes attorneys, CPAs and holders of property in other states in possession of property owed to Nevada residents. Any entity conducting business within the state of Nevada that has branches, divisions or other affiliates is responsible for filing on their behalf, such as those listed below.

BANKING AND FINANCIAL ORGANIZATIONS including trust companies, savings banks, safe deposit companies, private banks, savings and loan associations, credit unions, investment companies, whether state or federally chartered.

BUSINESS ASSOCIATIONS corporations, sole proprietorships, partnerships, retail, cooperatives, transfer agents, fiduciaries, mutual funds, all insurance entities, limited liability, limited practice, medical and legal offices, business trust, or other associations for business purposes of two or more individuals, whether or not for profit.

UTILITIES owned or operated for public use, including any plant, equipment, property, franchise, or licensee for the transmission of communications or the production, storage transmission, sale, delivery, or furnishing of electricity, water, steam, or gas.



NOTE: All holders, including business associations, banking and financial organizations, utilities and other legal entities, are responsible for filing individual reports on behalf of their branches, divisions



GENERAL INFORMATION (CONT'D)

WHAT IS THE EARLIEST REPORTS CAN BE SUBMITTED?

The **earliest** Due Diligence letters can legally be mailed is **120 days prior** to the holder report due date of October 31st (April 30th for **all** insurance entities). The **latest** Due Diligence letters can legally be mailed is **60 days prior** to the holder report due date, pursuant to NRS 120A.560.

In order to determine when holder reports can be submitted is dependent upon the amount of time the owner is given to respond to the Due Diligence Letter. For example, if in the letter, the holder provides 30 days to respond from the date of the letter, the report cannot be submitted until 30 days have elapsed.

Reports submitted with property that has not reached its dormancy period will be returned unprocessed. NRS 120A.660 requires written approval from this office.

WHEN MUST REPORTS BE FILED?



INSURANCE ENTITIES - reports are due **on or before** April 30th of each year for property presumed abandoned as of the previous December 31st.

BUSINESS ENTITIES - reports are due **on or before** October 31st of each year for property presumed abandoned as of the previous June 30th.

Refer to pages 35 & 36 for the *Remit Year Tables* to determine when property is due to be reported to Nevada.

If there has been physical contact with an owner during the remit year, the property must not be reported to the state, as it is not considered abandoned.



FYI: Information regarding other states and their abandoned property reporting requirements can be accessed through the NAUPA (National Association of Unclaimed Property Administrators) website at <https://www.unclaimed.org/>.



DUE DILIGENCE REQUIREMENTS

NRS 120A.560



Holders of abandoned property are required by law to send written notice to the apparent owner stating they are in possession of their property if:

- The value of the property is \$50 or more;
 - The holder has in its records an address for the apparent owner that the holder's records do not disclose to be inaccurate;
 - The claim of the apparent owner is not barred by a statute of limitations.
- ⇒ Holders must wait 60 days after mailing Due Diligence letters BEFORE submitting reports to Unclaimed Property. (Refer to page 9 for more information.)
- ⇒ Holders must wait not **more** than 120 days from the date that Due Diligence letters are mailed to submit reports to Unclaimed Property. (Refer to page 9 for more information.)

NOTE: Non-insurance holders are still required to submit reports on or before October 31st, and all insurance entities on or before April 30th

- ⇒ **All holders must certify on form UP-1, that they have performed Due Diligence, pursuant to NRS 120A.560. Report must be signed by an authorized employee of the entity in the presence of a notary public. Alternate report forms that do not stipulate Due Diligence requirements will be returned unprocessed, subject to penalty.**
- ⇒ **Do not use your due diligence date as the date of last activity or last transaction date. The Last Activity Date is the last documented date a change was made by the owner of the account. The Last Transaction Date is the date the last transaction occurred in an account.**
- ⇒ **Do not send proof of due diligence (undeliverable mail, uncashed check copies, documents, etc.) with your holder report; it will be recycled. This information must be retained with your records in the event of an audit.**
- ⇒ It is to the holder's benefit to return funds to the owners rather than to Unclaimed Property. Holders may be subject to penalties if it is discovered that addresses in the holder report are valid.
- ⇒ Allowing owners the opportunity to collect property from holders reestablishes their business relationship and relieves holders of the liability to report and remit funds to this agency.
- ⇒ Businesses should always check their records to determine if owners have additional accounts that may be active, following this practice may will eliminate the need to escheat the property.



Sample Due Diligence Letter

**Acme Funds Corporation
123 Abandoned Lane
Anywhere USA 12345**

Date

Owner Name
456 Asset Road
Jackpot USA 67890

Re: Account #
Balance \$
Property Type:

Dear Owner:

We are holding unclaimed property with a value of at least \$50 for the person listed above. The owner may claim this property by contacting us at the address or phone number listed below.

Holder Information: Company Name
 Address
 Phone #

Failure to respond by *(insert the last day property will be available for refund)*, will result in property being remitted to Nevada Unclaimed Property by October 31st *(April 30th for all insurance entities)*. After that date, the owner may contact the state where the property will be held in perpetuity until it is rightfully claimed.

Sincerely,

Company's Contact Person's Name

Due Diligence



GENERAL INFORMATION (CONT'D)



DORMANCY FEES AND SERVICE CHARGES

Pursuant to NRS 120A.540, a holder may deduct from property presumed abandoned, a charge imposed by reason of the owner's failure to claim the property within a specified time only if there is a valid and enforceable written contract between the holder and the owner under which the holder may impose the charge and the holder regularly imposes the charge, which is not regularly or otherwise cancelled. The amount of the deduction must not exceed \$5 per month.

Deductions stemming from service charges or dormancy fees assessed on reported properties require additional information as evidence they were made in compliance with NRS 120A.540 and must be submitted with the holder report:

- ❖ Copy of the owner's signed contract representing his or her consent for each account;
- ❖ Copy of business entity's policy to not refund or reinstate such charges under any circumstances. Evidence of refunded charges represents a waiver thereby invalidating these charges as being lawful;
- ❖ Evidence the fees were not deducted after the property was presumed abandoned.

Holders in custody of Nevada property may make deductions that have been agreed upon by the owner of the property in writing, at the time the account is initiated, i.e., minimum balance fees charged against a savings account. Recouping due diligence expenses for costs such as postage and employee hours are not permitted.



Holder reports submitted with deductions to the state of Nevada that do not comply to NRS 120A.540, will be returned unprocessed to be correctly resubmitted and subject to penalty, pursuant to NRS 120A.730.

LAST ACTIVITY AND LAST TRANSACTION DATES

Property presumed abandoned must be reported with a last activity date or with the last transaction date. If the property did not generate either date, use the date the item was made payable or the date the owner last made contact with the holder. The *Last Activity Date* is the last documented date a change was made by the owner of the account. The *Last Transaction Date* is the date the last transaction occurred in an account. **Do not use your Due Diligence Date. The date used must involve last activity made by the owner.**





MUTUAL FUNDS ALERT

EFFECTIVE SEPTEMBER 1, 2014:



Open-End Mutual Funds:

State Custodian, Xerox, will provide account numbers for all transfers. Do not establish a new account number without first contacting the custodian. Send an email to the custodian at UPCH.Custody@acs-inc.com to obtain account numbers. Allow approximately one week for receipt.

ACCOUNT REGISTRATION:

Mac & Co—AUZF6000002
Mutual Fund Operations
P O Box 3198
Pittsburgh PA 15230-3198

Dividend Selection—Pay in Cash



NOTE: The registration reference account number (AUZF6000002) must accompany email request to identify it as a state of Nevada fund.

Close-End Mutual Funds:

Transfer Close-End Mutual Funds to the following address:

State of Nevada
Unclaimed Property Division
c/o Xerox State & Local Solutions
100 Hancock St 10th FL
Quincy MA 02171

Dividend Selection—Pay in Cash



SECURITIES AND MUTUAL FUNDS



SECURITIES representing underlying shares, stock splits, bonds, etc., must be registered in our nominee name: *Nevada Unclaimed Property*. For additional information, see the Securities Remittance section on page 16.

MUTUAL FUNDS must be registered in our nominee name: *Nevada Unclaimed Property*. See the Mutual Funds Remittance section on page 16.

When reporting securities and mutual funds, holder reports will not be accepted if confirmation of the property being transferred is not included. The confirmation required will depend on the type of security and how it will be delivered to our custodian.

Two days prior to delivery, holders must fax their '*intent-to-deliver*' to our custodian, **ACS Unclaimed Property Clearinghouse** at (617) 722-9660. The fax must include the issue name, CUSIP number, number of shares, DTC number, contact name, and phone number of the individual responsible for delivery.



Any reports submitted to Nevada Unclaimed Property that are not received in the proper format as defined by Nevada law and this booklet will be returned unprocessed, subject to penalty and interest assessment.

Holders that participate in DTC (Depository Trust Company) **MUST** transfer re-registered securities directly to:

Nominee Name:
Nevada Unclaimed Property
FEIN: 88-6000022

DTC Participant #0954
Agent Bank #26017
Account #AUZF6000002



A copy of the intent-to-deliver fax must be included with the Report of Unclaimed Property Coversheet.

Register Book Entry Shares/Direct Registration Shares (DRS)/Dividend Reinvestments Shares as follows:

Nominee Name:
Nevada Unclaimed Property
FEIN: 88-6000022

c/o Xerox State & Local Solutions Inc
100 Hancock St 10th FL
Quincy MA 02171

FED DELIVERY:

Federal Reserve Bank of New York
ABA #0210-0001-8
BK of NYC Trust
FBO—State of Nevada Acct #AUZF6000002



A confirmation statement allocating Nevada Unclaimed Property as the owner of the shares must be included with the Report of Unclaimed Property Coversheet (UP-1).



DIVIDEND REINVESTMENT PLAN—(DRP)

Dividend Reinvestment Plan shares must be registered to *Nevada Unclaimed Property* on the day, or before the report and remittance are mailed to the state. Our FEIN is 88-6000022.



Corporations may utilize a book entry form of share registration in lieu of issuing physical securities (stock certificates).

Each reported shareowner's records must include the owner name, last transaction date, number of shares, and cash amount remitted; if applicable.



A copy of the statement or receipt must be attached to the holder report for each corporation.

Dividends earned should be reinvested in the purchase of additional shares.

- All holders must list Dividend Reinvestment Plan accounts with Property ID Code: SC19.
- The state of Nevada will only accept whole shares for each individual when the physical certificates are issued. Fractional shares must be liquidated at fair market value when reported.
- Fractional shares must be sold for each individual when physical certificates are issued and must be reported with Property ID Code: SC09.

WORTHLESS OR NON-TRANSFERABLE SECURITIES

The administrator may decline to receive any securities which are deemed to have a value less than the cost of giving notice and holding a sale.

SECURITIES RECOVERED FROM A SAFE DEPOSIT BOX

Follow the instructions for remitting safe deposit box contents on page 23.



MUTUAL FUNDS & SECURITIES DELIVERY INSTRUCTIONS

Register and deliver physical certificates ONLY for non-eligible DTC shares as follows:

Certificates must be registered as shown below and the originals sent to our custodian. A photocopy of the certificate must be delivered with the Report of Unclaimed Property Coversheet (Form Up-1). DO NOT deliver the original certificate to the state with the report. Certificates incorrectly registered will be returned for re-registration and the report will be returned unprocessed subject to penalty. Only one certificate must be delivered for each security reported.

Nominee Name:
Nevada Unclaimed Property
FEIN #88-6000022

Bank of New York Mellon
Attn: Mike Visone
One Wall Street
Third Floor Window C
New York NY 10005-2500

MUTUAL FUNDS

Mutual funds must be registered to *Nevada Unclaimed Property* on or before the date the report and remittance are submitted. The FEIN for the state of Nevada is 88-6000022. Each shareowner record reported must include the shareowner name, last transaction date, number of shares, and cash amount remitted, if applicable.



A copy of the funds statement must be included with the report for each fund reported. DO NOT make physical delivery of the shares. Dividends earned should be reinvested in the purchase of additional mutual fund shares. Mutual funds statements must be sent to the address listed above.



It is incumbent upon holders to contact the individual mutual funds companies to inform them that as part of the annual escheatment process, they intend to transfer shares into an account with the state of Nevada's Federal Identification Number (FEIN).

WORTHLESS OR NON-TRANSFERABLE SECURITIES

The administrator may decline to receive any securities which are deemed to have a value less than the cost of giving notice and holding a sale.

SECURITIES RECOVERED FROM A SAFE DEPOSIT BOX

Follow the instructions for remitting safe deposit box contents on page 29.



Report Year 2014

<https://nevadatreasurer.gov/>

NEVADA UNCLAIMED PROPERTY ONLINE HOLDER REPORTING FAST AND SECURE



Online Holder Reporting

THIS IS THE PREFERRED METHOD OF REPORT SUBMISSION TO THE STATE OF NEVADA:

BENEFITS:

- **NO REPORT FORMS REQUIRED (UP-1, TRACKER, CHESAPEAKE SYSTEM SOLUTIONS, ETC.)**
- **NO ELECTRONIC STORAGE DEVICES (CD ROM, USB FLASH DRIVE, DISKETTE)**
- **NO NOTARIZATION REQUIRED; REPORT IS CERTIFIED ONLINE**
- **NO RETURNED REPORTS FOR NON-COMPLIANCE ISSUES**

With Online Holder Reporting, everything is completed through our industry standard encryption secure website. There are many, easy options: Holders can upload NAUPA formatted reports to submit abandoned properties using UPEXchange, use the official software for the state of Nevada, or use HRS Pro OR any alternative program that creates NAUPA files.

To begin reporting, holders must first register for [online access](#). Once registered, holders can upload NAUPA formatted files and payment information. If holders require online reporting access for additional entities, simply utilize the '**NOTE**' section of the registration page to provide entity names and FEIN/TIN's or send an [email](#) with the information. Store your password in a safe place; it will be required each time to access the system. If you lose your password, go to the Online Holder Reporting web page to reset.

NO PAPERWORK IS REQUIRED IF PAYMENT IS MADE BY ANY METHOD OF ELECTRONIC FUNDS TRANSFER (EFT). If paying by check, the Payment Confirmation Receipt must accompany your check. You must send the internet HTML page or the printable version of the receipt to mail with your check. Checks received without this receipt will be returned. See pages 54 and 55 for examples of the receipts.

DO NOT SEND REPORT FORMS IN THE MAIL IF REPORT IS FILED ONLINE!!!

All Payments should be made by EFT. In fact, if your payment is over \$10,000, it must be made by EFT pursuant to NRS 353.1467. Holders may however, remit payments under \$10,000 via Check. Checks received over \$10,000 will be returned unpaid and the holder will be subject to late fees and penalty's for non timely payment.

Password protected reports and reports not in NAUPA format (spreadsheets, PDF files, photocopies etc.) are not accepted and will reject. Rejected reports and repeated attempts to submit non-compliant reports will be subject to penalty and interest, pursuant to NRS 120A.730.

REPORTS CONTAINING SAFEKEEPING, SHARES AND MUTUAL FUNDS CANNOT CURRENTLY UTILIZE ONLINE HOLDER REPORTING.

ONE REPORT, ONE REMITTANCE. DO NOT SUBMIT MULTIPLE REPORTS WITH ONE PAYMENT; THEY WILL BE REJECTED. MULTIPLE REPORTS WITH ONE REMITTANCE MUST SENT VIA US MAIL OR COURIER.



HOLDER REPORTING METHODS

The state provides, free of charge, the web application, **UPExchange**, available through Eagle Technology Management (ETM). ETM, the official provider of our holder-reporting web application for NAUPA, allows holders to collect and download unclaimed property to a CD ROM, USB flash drive or via Online Holder Reporting, in the NAUPA II Electronic Reporting Standard. The files created are encrypted for security and can only be opened by a licensed user of UPS2000.

ETM—Holders may complete reports online with this free web application, as well as watch training videos, attend live webinars and chat at <http://www.byetm.com/index.php/upx>. For customer service, contact ETM at (319) 739-3557 or by email at support@byetm.com.

HRS PRO—Nevada no longer provides technical support for HRS Pro, however, holders may continue to download the free software and User's Manual from Xerox Reporting System (HRS Pro) to submit unclaimed property on a CD ROM, USB flash drive or via Online Holder Reporting in NAUPA format at <http://www.wagers.net/>. From the main page, click on the HRS Pro tab and "Standard Edition" button to follow the download instructions. This software must be updated every six months. For questions or additional information, select the HRS Pro Support tab on the left of the screen.

FREE ONLINE HOLDER REPORTING—FAST AND SECURE!!!!

To request online reporting access, go to <https://nevadatreasurer.gov/UPSReporting/> to register for a Login ID and password. Provide the business entity's nine-digit Federal Identification Number (FEIN) or Tax Identification Number (TIN), Social Security Number (SSN) for sole proprietorships. Include the first and last name, address, phone number, and email address of the user requesting access. All users must register independently. To register additional business entities under the same Login ID/ password, please list the entity name FEIN/TIN in the **NOTE** section.



Holders can upload **NAUPA formatted reports** online, via our website, to submit properties held in cash form (**Spreadsheets and PDF files cannot be submitted and will reject**). Online holder reporting saves money by eliminating report forms, electronic storage devices, postage, and checks, when paying via EFT. EFT confirmation must be entered during the online upload process.



PREFERRED PAYMENT METHOD IS BY EFT. MANUAL CHECKS MUST BE accompanied with a copy of the mandatory online receipt (proof of filing). The amount of the check must be under \$10,000. Payments over \$10,000, must be submitted via electronic funds transfer (EFT), pursuant to NRS 353.1467 (see page 39 for instructions). If funds under \$10,000 and paying by check then the manual checks and printed online receipt must be received by the filing deadline to avoid interest and penalties. **NO OTHER PAPER DOCUMENTATION IS REQUIRED!!!**

REPORTS CONTAINING SAFEKEEPING, SHARES AND MUTUAL FUNDS CANNOT UTILIZE ONLINE HOLDER REPORTING AT THIS TIME.

ONLINE REPORTING DOES NOT ACCEPT PASSWORD PROTECTED REPORTS!



HOLDER REPORTING METHODS

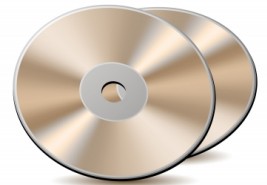


DIGITAL STORAGE DEVICE REPORTING—Holders who are reporting eleven (**11**) or more individual records **and who are unable to submit properties online** must remit reports on a digital storage device utilizing the NAUPA format specifications, pursuant to NAC 120A. A fully completed notarized [Report of Unclaimed Property \(UP-1\)](#) form must be included if you are submitting a digital storage report. Reports not received in this format will be returned unprocessed and must be resubmitted within the timeframe specified in the accompanying letter. Failure to do so may be subject to penalty assessment. Alternative report forms must meet state of Nevada requirements.

Holders reporting fewer than ten properties may also remit using a digital storage device if they cannot submit online.

Save the file on a CD ROM or USB flash drive and mail it in with a notarized UP-1 form and the remittance.

- Names on reports must be formatted as “last, first, middle initial”. Do not use commas, asterisks, dashes, apostrophes, or any punctuation that will hinder name searches.
- If there is more than one owner, each must be listed individually under the same property. Follow instructions of the NAUPA software being utilized.
- Do not create a separate report for each property type, amount (aggregate), year, etc.. If property is under the same FEIN. All information must be posted under the same Holder I.D. on one report.



HARD COPY REPORTING—Holders reporting ten or fewer individual records **who choose not to submit reports online**, must remit reports on a fully completed, notarized [Report of Unclaimed Property \(UP-1\)](#) with a [Report of Unclaimed Property Detail form \(UP-2\)](#). These forms are located on our website at <http://www.nevadatreasurer.gov/> and can be filled out online. The UP-1 form is required on all holder reports and must be signed in the presence of a notary public by an authorized employee of the entity. Reports not received in this format will be returned unprocessed and must be resubmitted within the timeframe specified in the accompanying letter. Failure to do so may be subject to penalty assessment. Reports that are illegible, filled out and/or signed in pencil will be returned unprocessed

subject to penalty.

THIRD PARTY REPORTING ENTITIES—Agreements between holders and third party reporting entities that provide report processing and submission, payroll services, act as a transfer agent, etc., are between the holder and the third party reporting entity only. The state of Nevada is not a party to these agreements and they do not exempt holders from their legal obligation to report abandoned property.



HOLDER REPORTING METHODS (CONT'D)

ZERO PROPERTY (ALSO KNOWN AS NEGATIVE REPORTS)—are only required from business entities or individuals that are incorporated, domiciled or have submitted property to Nevada within the last three years. Do not submit zero property (negative report)s if you do not conduct business in Nevada. For convenience, Zero Property (Negative) reporting can be filed on line at [\(negative report\)ing](#). Online registration is not required.

NOTE: When filing a zero property (negative report) online, assets, sales and number of employees totals must include the entire business, not Nevada totals only. And...all business entities must have at least **ONE** employee or owner.



If you are a holder that has been submitting zero property (negative reports) and are not incorporated and/or are not doing business in Nevada, **DO NOT FILE A ZERO PROPERTY (NEGATIVE REPORT).**

OUT OF STATE HOLDERS—If filing a “one-time” report with property, for which there will be no future property to report, the holder must file three (3) consecutive years of zero property (negative reports). If after the third filing there is nothing to report, zero property (negative) filing requirements cease. However, should property need to be reported in the future, the three year zero property (negative) filing process resumes. Nevada businesses and out of state businesses incorporated, domiciled or doing business in Nevada, must annually file a zero property (negative report) if there is no property to report.



EMAILING REPORTS—Due to sensitive information, reports cannot be sent via secure email without written permission from this office.



HOLDER REPORTING METHODS (CONT'D)

MULTIPLE ENTITIES (SUBSIDIARIES, ETC.)—All holders must submit an individual UP-1 form for each entity being reported.

Multiple entities with an individual Federal Employer Identification Number (FEIN) must be submitted on its own signed and notarized UP-1 form; consolidated reporting is not permitted. Any reports submitted in this manner will be returned unprocessed and subject to penalty. Consolidated lists attached to holder reports stating the entities listed are included as part of the actual holder report submitted are not permitted.

Clearly label each CD ROM and USB flash drives with the holder name(s) when reporting electronically.

VENDOR REPORTS—Holders purchasing electronic reporting software from vendors must make sure the formatting conforms to state requirements and that reports are in NAUPA format. Reports from vendors that do not meet Nevada requirements must be submitted with a completed Report of Unclaimed Property form [UP-1](#).

- ☐ Names must be formatted as “last, first, middle initial”. Do not use commas, asterisks, dashes, or any punctuation that will make name searches difficult.
- ☐ If there is more than one owner, each owner must be listed separately under the same property. **DO NOT LIST JOINT OWNERS NAMES ON THE SAME LINE.**

REIMBURSEMENTS AND ADJUSTMENTS— If an owner comes forward to claim property that appears on a report that has been prepared for remittance but not yet mailed to the state, the holder must do one of the following:

- ☐ Revise the report (manually or electronically prepared) by deleting the property and adjusting amount and remittance or;
- ☐ Submit the report and follow the instructions for completing a Request for Holder Reimbursement Form [UP-4](#) on page 52.

Prior to reimbursing a claimant, please contact this office to determine whether a claim has been filed and/or paid on the property in question.





PASSWORD PROTECTED FILES



- CD ROMS and USB flash drives in NAUPA format that contain the “HDE” file extension are encrypted and do not require password protection.
- CD ROMS and USB flash drives in NAUPA format that contain the “HRS” and “TXT” file extensions are **not** encrypted and should be sent under protected means.
- Holders sending password protected files must include a letter stating so with the report.
- Passwords for non-encrypted files must be issued promptly by fax to (702) 486-4177 or emailed to nvholder@nevadatreasurer.gov. The Subject Line of the email must identify the report(s) protected by the password. The body of the email must provide the holder name, report amount, contact name, and phone number.
- Any faxes or emails received without the proper identification listed above will be discarded. Any unclaimed property reports received that remain inaccessible may be considered out of compliance, subject to interest and penalties.

Nevada Unclaimed Property will not do the following:



- call to request passwords for protected files;
- log in to secure websites to create profiles;
- submit verification properly identifying itself.



REPORTING REQUIREMENTS & CONSIDERATIONS

REQUEST FOR AN EXTENSION

The administrator may grant an extension beyond the filing due date under certain conditions. If you cannot remit your report before November 1st (before May 1st for all insurance entities), you must complete a Request for Extension form ([UP-7](#)) available in this booklet on page 40 and on our website. The original form must be received at least 30 days before the date the property is due. All reports received after the due date must be submitted electronically in NAUPA format regardless of the number of properties being submitted.

VOLUNTARY DISCLOSURE AGREEMENT (VDA)

The Voluntary Disclosure Agreement was established to encourage non-compliant business entities to report and pay past due unclaimed property, to attain compliance and qualify for amnesty from penalties and interest due to failure to properly report, pursuant to the requirements of Nevada Revised Statutes (NRS) Chapter 120A.

Companies interested in qualifying for the VDA program must apply for and receive approval from the Unclaimed Property Division of the Nevada State Treasurer's Office. If approved, and admitted to the VDA Program, holders will be relieved of all liability to the extent of the value of the property. For more information, go to our website to view our [Voluntary Disclosure Agreement](#).



AMNESTY

Holders of unclaimed property are required to file reports within the time specified for each property type; there is no grace period. Reports and remittances received after the required due date are subject to interest and penalty under the provisions of Nevada Revised Statute 120A.450. Requests for waivers of interest may be submitted for consideration with your report and remittance and must include the reason for the late submission. This, however, will not prevent the State Treasurer's Office from initiating audit procedures if it has been determined there is additional property to be reported.

LATE FILING

If a report is received in this office after the due date (October 31st for businesses and government and April 30th for insurance entities), it must be submitted in NAUPA format on a diskette or CD ROM regardless of the number of properties and may be subject to interest and penalties.





HOLDER REPORTING REQUIREMENTS & CONSIDERATIONS

RECORD RETENTION



Holders of abandoned property for the state of Nevada are required, pursuant to NRS 120A.700, to retain abandoned property records for a period of seven (7) years after filing the report unless a shorter period is provided by regulation of the administrator.

Business and financial organizations that provide checks, money orders or similar instruments other than third-party bank checks, on which the organization is directly liable, must maintain records while instruments remain outstanding for three years after the holder has filed the report.

AGGREGATE ITEMS

Individual owner records of less than \$50 may be reported in the aggregate. These properties may be combined by type and reported in a single total for each type. However, the state recommends you provide the detail for these items regardless of the amount as this will alleviate the need to refer the owner back to you to obtain the reporting information. 11 or more properties must be submitted electronically in NAUPA format on CD ROM or USB flash drive.

REPORTING PROPERTY BEFORE REQUIRED DORMANCY PERIOD EXPIRATION

*Holders requesting to remit abandoned property prior to the required dormancy period must send an email request, for consideration, to nvholder@nevadatreasurer.gov with the reason for reporting early. The reason for early reporting should be in the owner's best interest. Property submitted to Nevada Unclaimed Property that has not reached the required abandonment period and has not received approval from this office will be returned.



*** Due diligence requirements still apply when escheating property early.**



HOLDER REPORTING REQUIREMENTS & CONSIDERATIONS (CONT'D)

AUDITS

Pursuant to NRS 120A.690, the Nevada State Treasurer's Office audit staff conducts examinations of holder records to ensure holders are in compliance with the state's unclaimed property law and the Uniform Unclaimed Property Act.



Late reporting, non-reporting, consumer complaints, no last activity/ transaction dates, and improper aging are examples that can trigger an audit.

PROPERTY FROM OTHER STATES/RECIPROCAL AGREEMENTS

The state of Nevada does not have active reciprocal agreements with any state; therefore, the following information should be adhered to:



In accordance with the United States Supreme Court decisions in Texas vs. New Jersey, Pennsylvania vs. New York, Delaware vs. New York, and the 1993 NAUPA resolution, property should first go to the state of the owner's last known address, second should go to the state where the holder is incorporated or domiciled. The state of Nevada does not have current reciprocal agreements with any state; therefore, property must be reported to the state of the owner's last known address. Under certain circumstances, permission will be granted to report property for other states; however, you must receive written approval from this office and provide a copy of the approval with your report.

If a holder is granted permission to report abandoned property for other states to Nevada; it must be submitted in NAUPA format on a CD ROM, USB flash drive or filed online, regardless of the number of properties, and must meet the statutory requirements of each state. Be aware, however, that Nevada Unclaimed Property has the right to refuse the report.

All unclaimed money orders, travelers checks or similar instruments that were purchased in Nevada must be reported to Nevada if the owner's last known address is unknown.

All unclaimed property held for owners whose last known address is unknown or is in a foreign country must be reported to Nevada if the holder is domiciled or incorporated in Nevada.

BUSINESS TO BUSINESS EXEMPTIONS (B2B)

The state of Nevada does not allow for Business to Business Exemptions.





INDIVIDUAL RETIREMENT ACCOUNTS

INDIVIDUAL RETIREMENT ACCOUNTS (IRAs) were designed to help people save for retirement. There are two types of IRA accounts available: Traditional and Roth.

ESCHEATMENT

Traditional IRA's become escheatable after three years of inactivity which begins on the mandatory distribution date of the Required Minimum Distribution (RMD). The mandatory distribution date is April 1st of the calendar year following the calendar year in which the owner of the account reaches the age of 70 1/2. If the owner of the account dies prior to reaching age 70 1/2, the abandonment period commences from the date of the owner's death.

When an IRA account is inactive more than three years from the mandatory distribution date as of June 30th, the account should be reported on the October 31st report and the owner should at least be the age of 73 1/2. Holders, however, should check whether the owner has other accounts that have current activity or transfer the account to a beneficiary or heir, if any, prior to attempting escheatment.

Roth IRA's do not have a mandatory payout provision and only become escheatable if the owner dies or there has been no activity for three years.





GAMING

GAMING establishments (casinos) in Nevada are subject to the same escheatment laws as any other entity conducting business and are required to escheat property presumed abandoned, as well as comply with dormancy reporting periods, pursuant to NRS 120A. In addition, casinos are responsible for escheating property that is unique only within the gaming industry.

UNREDEEMED SLOT MACHINE WAGERING VOUCHERS REMITTANCE

Pursuant to NRS 463.369, licensees are required to remit 75% of the value of unredeemed slot machine vouchers, quarterly, on or before the 15th day of the month following the end of the preceding calendar quarter to the Nevada State Gaming Commission.

The following is **NOT** considered property presumed abandoned and should not be remitted to Nevada Unclaimed Property, but rather to the holder's gaming revenue:

- ♣ Underage Jackpot Winnings
- ♣ Unclaimed, Unidentified Winnings
- ♣ Chip Floats
- ♣ Ticket In/Ticket Out Payments (TITO)

Loose money, chips, cameras, glasses, etc., found in common areas, should be turned in to the Lost and Found Department of the gaming establishment.

Front Money (cash deposited with a casino that the owner withdraws for gambling), hotel safe deposit boxes (with or without rental payments), registered hotel in-room safekeeping, boxes and property, are subject to escheatment to Nevada Unclaimed Property.





PAYMENT REMITTANCE METHODS



REMITTING PAYMENTS UNDER \$10,000 — Checks are permitted for payments under \$10,000 only and must be made payable to **Nevada Unclaimed Property**. Holders may also remit payments under \$10,000 via electronic funds transfer.

- * Do not make checks payable to the original owner or include the original owner's name in the payee section of the check.
- * Do not send the original instrument that was issued to the owner. This agency can only deposit checks made payable to Nevada Unclaimed Property.
- * Checks made payable to other government entities or business entities will be returned unprocessed.
- * Do not submit an individual check for each property being reported. **Checks will be voided and reports returned subject to late filing, interest and penalties.**

ELECTRONIC FUNDS TRANSACTIONS (EFT) \$10,000 OR MORE

For payment remittance via Automatic Clearing House (ACH) and wire transfers, refer to our instructions on page 33. Remittance payments must be received in U.S. currency only.

A COPY OF THE ELECTRONIC CONFIRMATION (ACH/EFT) MUST ACCOMPANY THE REPORT AS PROOF OF PAYMENT, PURSUANT TO NRS 120A.570.

If submitting a report online, payment confirmation (ACH/EFT/Check) information must be input in order for report transmission. **One Report - One Payment Only.** Multiple online reports with one payment will be rejected.





REMITTING SAFE DEPOSIT BOX CONTENTS



Safekeeping Inventory forms must be completed prior to November 1st, for each owner on whose behalf you are reporting contents.

SAFEKEEPING ITEMS MUST BE FILED ON A REPORT SEPARATE FROM INTANGIBLE ITEMS.

Holders must report all inventory on the state of Nevada Safekeeping Inventory Forms ([UP-3](#), [UP-3A](#) and [UP-6](#)), forms created specifically for submitting tangible items. Holders remitting safekeeping cannot currently do so through Online Holder Reporting.

- ♦ **DO NOT submit safekeeping on your own form.**
- ♦ **DO NOT submit reports without safekeeping inventory unless you have made prior arrangements with this office.**
- ♦ **DO NOT remit safekeeping for other states to this office; it will be returned unprocessed.**
- ♦ **DO NOT REPORT EMPTY BOXES. Boxes should be drilled prior to preparing reports to avoid unnecessary labor.**

Safekeeping inventory must be submitted electronically on a CD ROM or diskette in NAUPA format regardless of the amount of properties being reported.

You must call Nevada Unclaimed Property at (702) 486-4140 to schedule an appointment for the delivery of safekeeping contents. There should be at least one representative from the company present during inventory. If physical delivery of safekeeping contents is not possible, please contact us to make other arrangements to receive the property.

Safekeeping contents should be placed in a 9 X 12 inch or larger envelope. The owner names and box numbers or other identifying numbers must be clearly marked on the outside of the envelope. There must be a UP-6 form attached to each envelope.

Place the envelopes in alphabetical order by owner last name or business name.

If any of the safekeeping boxes contain firearms (with the exception of antiques), controlled substances or contents that could be deemed illegal, follow your internal policy regarding contraband. Include with your remittance, a written explanation regarding how the safekeeping in question was handled.



Cash found in safekeeping boxes must be inventoried and remitted to the state as is. Do not deposit the funds and remit via check or EFT.



GIFT CARDS & GIFT CERTIFICATES

Gift certificates and gift cards are subject to the state of Nevada's unclaimed property laws contained in NRS 598.0921 and NRS 120A.520.

If the gift card/certificate was issued **before** October 1, 2007, the following rules apply:

- If the card/certificate has not been used for at least three years, it is subject to escheatment at 100% of the remaining face value. These cards have a three year dormancy period. It includes all gift cards/certificates whether they expire or not.

If the card/certificate was issued on or **after** October 1, 2007, the following rules apply:

- The card/certificate is escheated in the time period in which it expires. There is no dormancy period. It is escheated at 60% of the remaining face value (businesses are allowed to retain 40%). If the card/certificate has no expiration date, it is not subject to escheatment and 100% of the remaining value must be honored indefinitely.



NEVADA STATE TREASURER • UNCLAIMED PROPERTY

PROPERTY TYPE CODES & ABANDONMENT PERIODS

ACCOUNTS BALANCES (3 YRS)

AC01	CHECKING ACCOUNTS
AC02	SAVINGS ACCOUNTS
AC03	MATURED CD OR SAVINGS CERTIFICATE
AC04	CHRISTMAS CLUB ACCOUNTS
AC05	MONEY ON DEPOSIT-SECURE FUNDS
AC06	SECURITY DEPOSITS
AC07	UNIDENTIFIED DEPOSITS
AC08	SUSPENSE ACCOUNTS
AC99	AGGREGATE ACCOUNT BALANCE UNDER \$50

CHECKS (3 YEARS EXCEPT AS NOTED—1 YEAR FOR GOV'T ENTITIES**)

CK01	CASHIER'S CHECKS
CK02	CERTIFIED CHECKS
CK03	REGISTERED CHECKS
CK04	TREASURER'S CHECKS
CK05	DRAFTS
CK06	WARRANTS
CK07	MONEY ORDERS (**7 YEARS)
CK08	TRAVELER'S CHECKS (**15 YEARS)
CK09	FOREIGN EXCHANGE CHECKS
CK10	EXPENSE CHECKS
CK11	PENSION CHECKS
CK12	CREDIT CHECKS OR MEMOS
CK13	VENDOR CHECKS
CK14	CHECK WRITTEN OFF—INCOME/SURPLUS
CK15	OUTSTANDING—CHECKS/EXCHANGE ITEMS
CK16	CD INTEREST CHECKS
CK99	AGGREGATE UNCASHED CHECKS UNDER \$50

CMBN COMBINED MULTI PROPS ON IMPORT

EDUCATIONAL SAVINGS ACCOUNTS

CS-01	CASH
CS-02	MUTUAL FUNDS
CS-03	SECURITIES

COURT DEPOSITS (1 YEAR)

CT01	ESCROW FUNDS
CT02	CONDEMNATION AWARDS
CT03	MISSING HEIRS' FUNDS
CT04	SUSPENSE ACCOUNTS
CT05	DEPOSITS WITH COURT/PUB AUTH
CT06	PUBLIC AID CHILD SUPPORT CHECKS
CT99	AGGREGATE COURT DEPOSITS

HEALTH SAVINGS PLANS (3 Yrs)

HS01	HEALTH SAVINGS ACCOUNT
HS02	HEALTH SAVINGS ACCOUNT INVESTMENT

INSURANCE (3 YEARS)

IN01	INDIVIDUAL POLICY BENEFITS OR CLAIM PAYMENTS
IN02	GROUP POLICY BENEFITS OR CLAIM PAYMENTS
IN03	DEATH BENEFITS—BENEFICIARIES
IN04	PROCEEDS—POLICY, ENDOWMENTS, ANNUITIES
IN05	PREMIUM REFUNDS
IN06	UNIDENTIFIED REMITTANCES
IN07	OTHER AMOUNTS DUE UNDER POLICY
IN08	AGENT CREDIT BALANCES
IN99	AGGREGATE INSURANCE PROPERTY UNDER \$50

TRADITIONAL IRA

IR01	CASH
IR02	MUTUAL FUNDS
IR03	SECURITIES

ROTH IRA

IR05	CASH
IR06	MUTUAL FUNDS
IR07	SECURITIES

**** GOV'T ENTITIES include Courts, Governments, a Governmental Subdivision, Agency or Instrumentality**

PROCEEDS FROM MINERAL INTERESTS (3 YEARS)

MI01	NET REVENUE INTEREST
MI02	ROYALTIES
MI03	OVERRIDING ROYALTIES
MI04	PRODUCTION PAYMENTS
MI05	WORKING INTERESTS
MI06	BONUSES
MI07	DELAY RENTALS
MI08	SHUT IN ROYALTIES
MI09	MINIMUM ROYALTIES
MI99	AGGREGATE MINERAL PROCEEDS

MISC PROPERTY (3 YEARS EXCEPT AS NOTED—1 YEAR FOR GOV'T **)

MS01	WAGES, PAYROLL, SALARY (** 1 YEAR)
MS02	COMMISSIONS (**1 YEAR)
MS03	WORKER'S COMPENSATION
MS04	PAYMENTS FOR GOODS, SERVICES
MS05	CUSTOMER OVERPAYMENTS
MS06	UNIDENTIFIED REMITTANCES
MS07	UN-REFUNDED OVERCHARGES
MS08	ACCOUNTS PAYABLE
MS09	CREDIT BALANCES—ACCOUNTS RECEIVABLE
MS10	DISCOUNTS DUE
MS11	REFUNDS DUE
MS12	UNREDEEMED GIFT CERTIFICATES
MS13	UNCLAIMED LOAN COLLATERAL
MS14	SUMS PAYABLE UNDER PENSION AND PROFIT SHARING PLANS (IRA, KEOUGH0, 401K, ETC)
MS15	PROPERTY DISTRIBUTABLE IN THE COURSE OF DISSOLUTION OR LIQUIDATION (**1 YEAR)
MS16	MISCELLANEOUS OUTSTANDING CHECKS
MS17	MISCELLANEOUS INTANGIBLE PERSONAL PROPERTY
MS18	SUSPENSE LIABILITIES
MS99	AGGREGATE—MISCELLANEOUS PROPERTY UNDER \$50

SECURITIES (3 YEARS)

SC01	DIVIDENDS
SC02	INTEREST PAYABLE ON REGS BONDS
SC03	NOT USED
SC04	EQUITY PAYMENTS
SC05	PROFITS
SC06	FUNDS PD—SHARES OR INTEREST
SC07	BEARER BOND INTEREST/MATURED PRINCIPLE
SC08	SHARES OF STOCK
SC09	CASH FOR FRACTIONAL SHARES
SC10	UN-EXCHANGED STOCK SUCCESSOR CORP
SC11	OTHER CERTIFICATES OF OWNERSHIP
SC12	UNDERLYING SHARES OR OTHER OUTSTANDING CERTIFICATES
SC13	FUNDS FOR LIQUIDATION/REDEMPTION OF UN-SURRENDERED STOCK OR BONDS
SC14	DEBENTURES
SC15	US GOV'T SECURITIES
SC16	MUTUAL FUNDS
SC17	WARRANTS
SC18	MATURED PRINCIPAL REGS BONDS
SC19	DIVIDEND REINVESTMENT PLANS
SC20	CREDIT BALANCES
SC99	AGGREGATE SECURITY PROPERTY UNDER \$50

SAFE DEPOSIT BOXES AND SAFEKEEPING (3 YEARS)

SD01	CONTENTS FROM SAFE DEPOSIT BOXES
SD02	CONTENTS OTHER SAFEKEEPING

TRUST, INVESTMENT & ESCROW ACCOUNTS EXCEPT AS NOTED (3 YEARS)

TR01	PAYING AGENT ACCOUNTS
TR02	UNDELIVERED OR UNCASHED DIVIDENDS
TR03	FUNDS HELD IN A FIDUCIARY CAPACITY (**1 YEAR FOR GOV'T)
TR04	ESCROW ACCOUNTS
TR05	TRUST VOUCHERS
TR99	AGGREGATE TRUST PROPERTY UNDER \$50

UTILITIES (3 YEARS EXCEPT AS NOTED)

UT01	UTILITY DEPOSITS (** 1 YEAR)
UT02	MEMBERSHIP FEES
UT03	REFUNDS OR REBATES (** 1 YEAR)
UT04	CAPITAL CREDIT DISTRIBUTIONS
UT99	AGGREGATE UTILITY PROPERTIES UNDER \$50

NEVADA 'OWNER' TYPES CODES

Code	Description
1	Individual
2	Estate
3	Reciprocal Report
4	In State
5	Multiple State Owner
6	Stock – No Market Value
7	Business/Corporation
8	Partnership
9	Aggregate
10	Not Published
11	Owner Unknown

NEVADA 'OWNER RELATIONS' CODES & DEFINITIONS		
Code	Description	Definition
AD	Administrator	A person appointed by the court to handle the estate of someone who died without a will, with a will with no nominated executor, or the executor named in the will has died, has been removed from the case, or does not desire to serve.
AF	Attorney For	A person who has been qualified by a state or federal court to provide legal services, including appearing in a court and is authorized to act for another.
AG	Agent For	A person who is authorized to act for another (the agent's principal) through employment, by contract or apparent authority.
AN	Unspecified Joint Relationship (AND)	Unspecified joint relationship including 'AND'.
AO	And/Or	Either party can claim; one, the other or both.
BE	Beneficiary	Any person or entity (like a charity) who is to receive assets or profits from an estate, a trust, an insurance policy, or any instrument in which there is a distribution.
CF	Custodian For	An individual entrusted with guarding and keeping property or having custody of a person; a person named to manage a child's property under the UFGTMA; a person or entity appointed by a bankruptcy court to take charge of the debtor's property for purposes of administration.
CN	Conservator	A person, official or institution appointed by a court to take over and manage the estate and financial affairs and/or a person's daily life due to physical or mental limitations or old age; a public official charged with the protection of something affecting public welfare and interests.
EX	Executor/Executrix	The person appointed to administer the estate of person who has died leaving a will that nominates that person.
FB	For Benefit Of	A statement that indicates a beneficiary for a given document; property held for an individual by another or business with the best interest of the individual in mind.
GR	Guardian For	A person or institution named in a will or a temporary guardianship that is responsible for the care of minor children; a person assigned by the court to take care of minor children or incompetent adults.
IN	Insured	The person or entity who will be compensated for loss by an insurer under the terms of a contract called an insurance policy; the person whose life is insured by life insurance, after whose death, the benefits go to others.

NEVADA 'OWNER RELATIONS' CODES & DEFINITIONS		
Code	Description	Definition
JC	Joint Tenants in Common	A type of account owned by at least two people with no rights of survivorship afforded to any of the account holders. The surviving tenant of the account does not necessarily acquire the rights or assets of the deceased person. Rather, each tenant in the account can stipulate in a written will, how their assets will be disbursed upon their death. Typically, the member ownership in the account is determined on a prorate basis, meaning that if there are two tenants on the account, each will have a 50% claim on the account's value.
JT	Joint Tenants With Rights of Survivorship	A type of account owned by at least two people where all tenants have an equal right to the account's assets and are afforded survivorship rights in the event of the death of another account holder. In this type of account, a surviving member will inherit the total value of the other member's share of account assets upon the death of the other member. All members of the account are afforded the power to conduct investment transactions within the account as well.
OR	Or	Unspecified joint relationship including 'OR' - Either person may claim.
PA	Payee	The one named on a check or promissory note to receive payment. Each individual named as 'payee' shall be paid an equal share of the property.
PO	Power of Attorney	A written document signed by a person giving another person the power to act for the signer in designated circumstances and with respect to designated property. General powers of attorney give the authorized party broad discretion; Special powers of attorney are limited in capacity.
RE	Remitter	Used primarily on official checks. The remitter is the person who purchased the official check. This relationship is separate from the holder who turns the property over to the state.
SO	Sole Owner	Used when there is only one owner for the property; that person has all rights to ownership.
TT	Trustee	The individual or entity named as trustee may claim property on behalf of the individual named as owner. The trustee will be required to provide verification that they continue to have the authority to act on behalf of the named owner. Payment will be issued in the name of the owners.
UG	Uniform Gift to Minors Act	Property was gifted to a minor according to the Uniform Gifts to Minor's Act (Uniform Transfers to Minor's Act in some states). Regardless whether the minor has reached the age of majority; they should be coded with the UG relation. The custodian on the account should be coded as CU.
UN	Unknown	Owner's relationship to the property is not known.

NEVADA 'SAFEKEEPING' TYPES CODES

Code	Description
PAPR	Various Paperwork
SD01	Old System Items
SD02	Unknown
STCK	Stock Certificates
BOND	Savings Bond
COIN	Various Coins
CURR	Currency
DEPO	Cash Deposits
TEET	False Teeth
TOOL	Tools
EYES	Eyeglasses
JEWL	Jewelry
MISC	Miscellaneous Items
WATC	Watches
WEAP	Weapons
WILL	Wills/Codicils to Wills

NEVADA STATE TREASURER
UNCLAIMED PROPERTY REPORT/REMIT YEAR TABLES
BUSINESS ENTITIES ONLY (NON-INSURANCE ENTITIES)

ONE (1) YEAR PROPERTIES

Items that were issued or had a last activity date during the period:	Must be reported and remitted on the report postmarked <u>before</u>:
7/01/2008 thru 6/30/2009	November 1, 2010
7/01/2009 thru 6/30/2010	November 1, 2011
7/01/2010 thru 6/30/2011	November 1, 2012
7/01/2011 thru 6/30/2012	November 1, 2013
7/01/2012 thru 6/30/2013	November 1, 2014
7/01/2013 thru 6/30/2014	November 1, 2015
7/01/2014 thru 6/30/2015	November 1, 2016
7/01/2015 thru 6/30/2016	November 1, 2017

THREE (3) YEAR PROPERTIES

Items that were issued or had a last activity date during the period:	Must be reported and remitted on the report postmarked <u>before</u>:
7/01/2006 thru 6/30/2007	November 1, 2010
7/01/2007 thru 6/30/2008	November 1, 2011
7/01/2008 thru 6/30/2009	November 1, 2012
7/01/2009 thru 6/30/2010	November 1, 2013
7/01/2010 thru 6/30/2011	November 1, 2014
7/01/2011 thru 6/30/2012	November 1, 2015
7/01/2012 thru 6/30/2013	November 1, 2016
7/01/2013 thru 6/30/2014	November 1, 2017

Note: Reports and remittances that are received after the prescribed due date are subject to an interest penalty under the provisions of Nevada Revised Statutes 120A.450. Requests for waivers of interest may be submitted for consideration with your report/remittance and must include the reason(s) for late submission. Failure to request a waiver may result in the imposition of an interest penalty. Please call or write for further information.

NEVADA STATE TREASURER
UNCLAIMED PROPERTY REPORT/REMIT YEAR TABLES
INSURANCE ENTITIES ONLY

ONE (1) YEAR PROPERTIES

Items that were issued or had a last activity date during the period:	Must be reported and remitted on the report postmarked before :
1/1/2008 thru 12/31/2008	May 1, 2010
1/1/2009 thru 12/31/2009	May 1, 2011
1/1/2010 thru 12/31/2010	May 1, 2012
1/1/2011 thru 12/31/2011	May 1, 2013
1/1/2012 thru 12/31/2012	May 1, 2014
1/1/2013 thru 12/31/2013	May 1, 2015
1/1/2014 thru 12/31/2014	May 1, 2016
1/1/2015 thru 12/31/2015	May 1, 2017

THREE (3) YEAR PROPERTIES

Items that were issued or had a last activity date during the period:	Must be reported and remitted on the report postmarked before :
1/1/2006 thru 12/31/2006	May 1, 2010
1/1/2007 thru 12/31/2007	May 1, 2011
1/1/2008 thru 12/31/2008	May 1, 2012
1/1/2009 thru 12/31/2009	May 1, 2013
1/1/2010 thru 12/31/2010	May 1, 2014
1/1/2011 thru 12/31/2011	May 1, 2015
1/1/2012 thru 12/31/2012	May 1, 2016
1/1/2013 thru 12/31/2013	May 1, 2017

Note: Reports and remittances that are received after the prescribed due date are subject to an interest penalty under the provisions of Nevada Revised Statutes 120A.450. Requests for waivers of interest may be submitted for consideration with your report/remittance and must include the reason(s) for late submission. Failure to request a waiver may result in the imposition of an interest penalty. Please call or write for further information.



NEVADA UNCLAIMED PROPERTY CHECKLIST

- ☐ Has the Report of Unclaimed Property Form (UP-1) been completely filled out with a TIN/FEIN, a contact person and phone Number?
- ☐ Do the remittance, report and/or CD ROM/USB flash drive balance? Is the report in NAUPA format?
- ☐ Is the remittance check (**must be under \$10,000**) or EFT confirmation included with your report?
- ☐ Is the report of Unclaimed Property Detail form (UP-2) completely filled out?
 1. Are the Property Type Codes listed? (Page 31)
 2. Is it legible? The UP-2 is a "fill-able" form that can be completed on our website.
 3. Is all available owner information included, i.e., social security numbers?
- ☐ If filing through Online Reporting did you remember to **NOT** submit a physical holder report?
- ☐ If filing through Online Holder Reporting and paying by check (**must be under \$10,000**), did you include a copy of the mandatory Payment Confirmation Receipt that allows us to match it to your online report?
- ☐ Were the instructions for remitting securities properly followed? (Pages 14-16)
- ☐ Have the securities been liquidated or transferred in the name of Nevada Unclaimed Property?
- ☐ Are the DTC share notifications attached to the Report? If not, report will be returned unprocessed.
- ☐ Have all mutual funds been redeemed or transferred in the name of Nevada Unclaimed Property, FEIN 88-6000022?
- ☐ If mailing report, is the CD ROM/USB flash drive enclosed with your report? A hard copy of the report is required if reporting shares/mutual funds.
- ☐ Does the CD/ROM or USB flash drive label list the holder information and report contents?

Contact Information

Nevada Unclaimed Property

(702) 486-4140—phone

(702) 486-4177—fax

Website: <https://nevadatreasurer.gov/UnclaimedProperty.htm>

Email: nvholder@nevadatreasurer.gov



GENERAL INSTRUCTIONS

ELECTRONIC FUNDS TRANSFER INFORMATION

The method of payment must be sent via **AUTOMATED CLEARING HOUSE (ACH)** or **WIRE TRANSFER**. You will need to provide the following information to your financial institution:

VIA AUTOMATED CLEARING HOUSE (ACH):

Bank Name and Address	Wells Fargo Bank 530 Las Vegas Blvd. S, 2nd Floor Las Vegas, NV 89101	WELLS FARGO
ACH Coordinators	Lynn Heislein (1st) Contact Relationship Manager (775) 689-6002 Barbara Bailey (2nd) Contact Business Associate (702)952-7550	
Depositor Account Title	Nevada State Treasurer Unclaimed Property Las Vegas NV	
RTN Number	121000248	
Account Number	4000100735	
Type of Account	Checking	
ACH Format CCD+ This format provides one Addenda Record of 80 characters which should be utilized to include the following data: Reporting Company Name, FEIN or TIN, NV Holder ID Number (if known).	Example: ABC Factory Inc/88-6000099/12698	

VIA WIRE TRANSFER:

Bank Name and Address	Wells Fargo Bank 420 Montgomery St San Francisco, CA 94104	WELLS FARGO
ABA Number	121000248	
Depository Account Title	Nevada State Treasurer Unclaimed Property Las Vegas NV	
Account Number	4000100735	



Nevada State Treasurer
Report of Unclaimed Property

Make checks under \$10,000 payable to Nevada Unclaimed Property

Mail payment under \$10,000 to: 555 E Washington Avenue, Ste. 4200, Las Vegas 89101-1070

EFT confirmations and checks under \$10,000 must accompany report. Checks over \$10,000 will be returned and subject to penalty.

HOLDER INFORMATION

Date:	Check only one: Insurance Annual Report <input type="checkbox"/> Annual Report (all other entities) <input type="checkbox"/>		
Federal/Tax ID No.:	Contact Person:		
Nevada Business ID: (For Nevada Businesses Only)	Email:		
Entity Name:	Title/Department:		
Address:	Phone No.:	Fax No.:	
City: State: Zip:	Nevada Holder ID Number:		
Did your entity file a Report of Unclaimed Property with the state of Nevada last year? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If "NO", please explain:			
Prior entity name and address:			
Principal business activity of your entity:			
State of Incorporation/Formation:		Date of Incorporation/Formation:	
Parent Company Name:		Parent Company Federal/Tax ID No.:	

- ☐ **Zero property (negative report)**—(no funds, shares or safekeeping). As a duly authorized representative of the holder listed above, I do hereby certify that I have no unclaimed property to report.
- ☐ **Hardcopy**—Paper Report (**10 or fewer properties only**). Reports with 11 or more properties must be filed electronically.
- ☐ **Electronic Filing**—CD ROM/USB Flash Drive (**Per NAC 120A, MANDATORY for reports containing 11 or more properties**).

SUMMARY OF PROPERTY REPORTED AND REMITTED

a. Aggregate Total—Aggregate or unknown owners (no owner detail)	\$
b. Owner Total—Accounts with owner detail	\$
c. Total sum of a and b above (Remittances of \$10,000 or more must be sent via EFT)	\$

Funds sent via Automated Clearing House (ACH) or Wire Transfer, written confirmation MUST be included with report.

Shares of Stock: Issue	CUSIP NO.:	Number of Shares
------------------------	------------	------------------

Were shares sent DTC? ☐ Yes ☐ No If "YES", a confirmation MUST be included with the report.

Under penalty of perjury, I declare to the best of my knowledge and belief that the information provided above and in the attached schedules is true and correct, and written notice to owners, i.e., Due Diligence, pursuant to NRS 120A.560, has been completed. Notarization Required.

Printed Name _____ Signature (original signature required) _____ Title _____

State of _____ City _____ County _____ SEAL (required)

Subscribed and sworn to before me this _____ day of _____, 20 _____.

Notary Public _____

FOR OFFICIAL USE ONLY

Check Number	Check Date	Amount	Deposit Number	Deposit Date	G/L Number
Receipt ID:		Report ID:		Import Batch Number:	

List only information that assists in identifying the owners of the properties

Report Date _____ Holder Name _____

[illegible]

The UP-2 form is for manually reporting ten or fewer properties only. Holders reporting 11 or more properties cannot use this form and must submit report in NAUPA format utilizing a CD ROM, USB flash drive or utilize Online Holder Reporting. To register for Online Holder Reporting access, go to: <https://nevadatreasurer.gov/upsreporting/>.



Nevada State Treasurer
Safe Deposit Box/Safekeeping Report Summary

HOLDER INFORMATION		
Date:	<i>Check only one:</i> Insurance Annual Report <input type="checkbox"/> Annual Report (all other entities) <input type="checkbox"/>	
Federal/Tax ID No.:	Contact Person:	
Nevada Business ID: (For Nevada Businesses Only)	Email:	
Entity Name:	Title/Department:	
Address:	Phone No.:	Fax No.:
City: State: Zip:	Nevada Holder ID Number:	
State of Incorporation:	Date of Incorporation:	
Parent Company Name:	Parent Company Federal/Tax ID No.:	
SUMMARY OF PROPERTY REPORTED AND REMITTED		
Number of safe deposit boxes/safekeeping items reported:	#	
VERIFICATION STATEMENT		
<p>Under penalty of perjury, I declare to the best of my knowledge and belief, that the safe deposit box/safekeeping information provided above and in the attached schedules is true and correct, that written notice was sent to owners, i.e., Due Diligence, pursuant to NRS 120A.560, has been completed and that I am duly authorized to execute this verification by the institution.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"><div style="width: 45%;"><div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div><div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div></div><div style="width: 45%;"><div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div><div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div></div></div>		
FOR OFFICIAL USE ONLY		
Receipt ID:	Report ID:	Import Batch Number:

THIS SECTION TO BE USED IF CONTENTS BECOME UNCLAIMED

Contents turned over to the state of Nevada as Unclaimed Property under NRS120A.510 on this date _____

Signature of State Official

Signature of Holder Official

The Nevada State Treasurer, as the administrator of Unclaimed Property, takes custody of the contents shown for the above listed owner(s) and is responsible for its safekeeping. The holder is relieved of all liability to the extent of the value of the property delivered for any claim which then exists or which thereafter may arise or be made in respect to the property (NRS 120.570).

(See Reverse)

— FOR BANK USE ONLY —

That thereafter the contents of such safe deposit box were:

- ☐ Sealed in a package by the undersigned notary public, together with a duplicate of this certificate and the name of the lessee and the date of opening of the safe deposit box were written on the outside of the package by the undersigned notary public in the presence of a bank officer, and a copy of this certificate was sent by certified mail, addressed to the lessee at the last known address of the lessee (NRS 663.085).

- ☐ Mailed to the lessee by certified or registered mail in accordance with lessee's written instructions dated:

- ☐ Released to _____ (Agency) in accordance with search warrant

- ☐ dated _____.

- ☐ Returned to the safe deposit box in total.

- ☐ Returned to the safe deposit box with the exception of

which was released to _____ in accordance with court order dated _____.

- ☐ Other

Signature of Acceptor of Property

In witness whereof, we have hereunto set our hands at _____, Nevada, this _____ day
Of _____, 20 _____.

Signature of Bank Officer

State of Nevada, County of _____

Signed and sworn to before me on _____ by

Signature of Notary Public

Date rent last paid _____

Charge for forcible entry \$ _____

Safekeeping charge \$ _____

Unpaid Rent \$ _____

Balance owed by Renter \$ _____

Nevada State Treasurer—Unclaimed Property Safekeeping Inventory



Holder Name _____
Holder FEIN _____
Holder ID # _____

DO NOT INCLUDE PAPER CLIPS, RUBBER BANDS OR OTHER OBVIOUS TRASH WITH THIS REPORT

Clear All!

Contents of Forced Open Box or Other Repository

1. Office/Location

Store Address

2. Box Number (State Code + Orig BK Loc + Box #)

Date Rental Due: Annual Rental Fee: Drilling Fee:

Original Open Date:

Lessee/Patient Name(s):

SSN or TIN (mandatory):

Last Known Address:

Copy of Lease Agreement Attached to this form? ☐ Yes ☐ No

3. Reason for Forced Opening/Action:

The safe deposit box/repository contains:

Please indicate:

Contained Miscellaneous Paper Only (Stocks/Bonds/Will/Trusts are not considered miscellaneous paper and MUST be detailed)

Or

Contained articles listed on the accompanying pages

Receipt and Release of Property

By signing below, I confirm I have received the property described below and that all property in the box is accounted for. I relieve the state of Nevada of responsibility for any losses I might have incurred because the property was removed from the box as required by law.

Date Signature of Lessee/Patient/Other

Signature of Legal Representative

Signature of Deputy

Date Signature of Lessee/Patient/Other

Title (Legal Representative)

Name of Deceased Lessee/Deputy

Owner's Name_____

Safe Deposit Box # _____

[illegible][illegible]

Owner's Name _____ Safe Deposit Box # _____

Owner's Name _____ Safe Deposit Box # _____

[illegible]

Owner's Name_____

Safe Deposit Box # _____

U.S SAVINGS BOND ITEMIZATION - List each bond and corresponding information

[illegible][illegible]

Total # and Amount of U.S. Savings Bonds

C

U.S. CIVIL WAR CURRENCY

Safekeeping Code	QTY	Face Value	Amount
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
Grand Total Confederate Money:			\$

Safe Deposit Box # _____

[illegible]

US CURRENCY			
Safekeeping Code	QTY	Face Value	Amount
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
Currency Sub Total:			\$

US COIN			
Safekeeping Code	QTY	Face Value	Amount
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
Coin Sub Total:			\$

Grand Total Coin & Currency \$ _____

Owner's Name_____

Safe Deposit Box #_____

TRAVELER'S CHEQUES

Safekeeping Codes	QTY	Face Value	Amount	Safekeeping Codes	QTY	Face Value	Amount

Grand Total Books: # Folders ,

FOREIGN COIN

FOREIGN CURRENCY

Safekeeping Code	QTY	Face Value Description	Safekeeping Code	QTY	Face Value Description

Owner's Name _____

Safe Deposit Box # _____

STOCK CERTIFICATES, CONFIDENTIAL INFORMATION, GENERAL ITEMS NOT PREVIOUSLY LISTED

[illegible]

Owner's Name_____

Safe Deposit Box #_____

CONFIDENTIAL INFORMATION	
QTY	CONFIDENTIAL INFORMATION

DESCRIPTION NOT LISTED ABOVE	
QTY	DESCRIPTION NOT LISTED ABOVE

Grand Total - US Currency	\$
Grand Total - US PROOF/MINT COIN SETS	\$
Grand Total	\$



**State of Nevada Office of the State Treasurer
Unclaimed Property**

555 East Washington Avenue, Suite 4200, Las Vegas NV 89101-1070

REQUEST FOR HOLDER REIMBURSEMENT

HOLDER INFORMATION

Holder Information:		Tax/FEIN Number:
Mailing Address:		
City:	State:	Zip Code:
Contact Person:	Phone Number: ()	Fax Number: ()

PROPERTY INFORMATION

Report Year:	Report Amount:	Property Type:
Date Paid to Owner:	Amount Paid to Owner: \$	Number of Shares
Name as Indicated on Report (owner):	Is this Aggregate: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Owner Address:		

NOTE: A copy of the proof of payment made to rightful owner must be accompanied with this request.

HOLDER INDEMNIFICATION

I, _____, a duly authorized representative of the holder listed above, do hereby certify that the above listed funds, or other property that was listed in the report filed by the holder have been paid to the rightful owner(s) or their appointed representative. I agree, upon payment of the above described property, to indemnify the state of Nevada and hold it harmless from all claims and losses, demands, costs and other expenses which the state may sustain by reason of turning over property to the holder and by reason further of its refusal to pay the property to any other person or persons.

Name of Representative (type or print legibly) _____ Title _____

Signature of Holder Representative _____ Date _____

NOTARY

Notary Stamp	Sworn to and subscribed before me this _____ day of _____, 20_____.
	Notary: _____
	My commission expires: _____



State of Nevada Office of the State Treasurer
Unclaimed Property
555 East Washington Avenue, Suite 4200, Las Vegas NV 89101-1070

HOLDER REQUEST FOR EXTENSION

HOLDER INFORMATION

Holder Information:		Tax/FEIN Number:
Mailing Address:		
City:	State:	Zip Code:
Contact Person:	Phone Number: ()	Fax Number: ()

REQUEST INFORMATION

Select additional time required to complete report: <input type="checkbox"/> 30 Days <input type="checkbox"/> 60 Days <input type="checkbox"/> 90 Days <input type="checkbox"/> Other			
Reason for request: <input type="checkbox"/> Reorganization/Merger <input type="checkbox"/> Personnel Changes <input type="checkbox"/> New Transfer Agent <input type="checkbox"/> System Problems <input type="checkbox"/> New Computer Program			
Other (please explain)			

CERTIFICATION

I am requesting an extension for reporting year _____. I am aware of Nevada's requirement to remit abandoned property by October 31st (April 30th for all insurance entities) and am duly authorized to execute this request for an extension.

Submit this form to the Nevada Unclaimed Property Office at least 30 days prior to the original filing due date. For example, if your report is due by October 31st, this form must be completed and postmarked no later than October 1st (April 1st for all insurance entities). Remittance is due when holder report is submitted.

Name _____ Title _____
Phone No. _____ Fax No. _____ Email _____
Signature _____

UNCLAIMED PROPERTY USE ONLY

The Nevada Unclaimed Property office will consider the following criteria in evaluating this request:		
Previous Filing History (if filed) Timeliness of Filing Prior Requests for Extensions (consecutive)	<u>Satisfactory</u> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<u>Unsatisfactory</u> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Extension Approved <input type="checkbox"/> Extension Denied <input type="checkbox"/> Report Due on _____		
Reason for denial _____		
Authorized Signature	Title	Date

Thanks!

THANK YOU FOR USING THE ONLINE HOLDER REPORTING SYSTEM.

YOU WILL RECEIVE AN EMAIL CONFIRMATION WITH DETAILS OF YOUR TRANSACTION.

IF YOU NEED TO FILE A REPORT FOR ANOTHER ENTITY, PLEASE [CLICK HERE](#) TO FILE ANOTHER REPORT.

Payment Confirmation [Printable Version](#)

Please print a copy of this confirmation page to mail with the check.

Holder Report ID: 5362

Check Number: 12345

Total Amount: \$1.00

Payment must be received by filing deadline to avoid an assessment of interest and/or penalty.

Holder Information

Holder: TEST HOLDER

FEIN: 123456789

Address 1: 555 E WASHINGTON AVE

Address 2:

City: LAS VEGAS State: NV Zip: 89101

Phone No.: Fax:

HolderType: CORPORATION

Nevada Holder Number: 45497

State of Incorporation: NV

Date of Incorporation: 8/26/1985

SIC -Code:

Contact Information

First: Lisa Last: Cole

Address 1: 555 E Washington Ave

Address 2:

City: Las Vegas State: NV Zip: 89101

Email: nvholder@nevadatreasurer.gov

Phone: (702) 486-4140 Ext.:

Fax: (702) 486-4177

Title/Department:

Report Information

Reporting Year: Reporting Year: 2014

File: UPS_TEST_HOLDER_Lisa_Cole_123456789_20140616121949.hrs File Size: 159.258

Report Payment Amount: \$1.00

Payment Method: CHECK

ACCESS TO THIS SYSTEM IS RESTRICTED TO LEGITIMATE BUSINESS WITH THE STATE OF NEVADA. UNAUTHORIZED ACCESS OR USAGE IS A VIOLATION OF STATE AND FEDERAL, CIVIL AND CRIMINAL LAWS (E.G., NRS 205.4765). EVIDENCE OF UNAUTHORIZED ACCESS WILL BE PROVIDED TO LAW ENFORCEMENT PERSONNEL. IP ADDRESSES ARE RECORDED FOR ALL REPORTS FILED.

NEVADA UNCLAIMED PROPERTY
ONLINE HOLDER REPORTING
FAST AND SECURE



Holder reporting receipt for the Nevada, Office of the State Treasurer, Unclaimed Property.

Holder Information [Print Confirmation Receipt](#)

Holder:	TEST HOLDER
FEIN:	123456789
Address 1:	555 E WASHINGTON AVE
Address 2:	
City:	LAS VEGAS State: NV Zip: 89101
Phone No.:	Fax:
HolderType:	CORPORATION
Nevada Holder Number:	45497
State of Incorporation:	NV
Date of Incorporation:	8/26/1985
SIC -Code:	

Contact Information

First:	Lisa Last: Cole
Address 1:	555 E Washington Ave
Address 2:	
City:	Las Vegas State: NV Zip: 89101
Email:	nvholder@nevadatreasurer.gov
Phone:	(702) 486-4140 Ext.:
Fax:	(702) 486-4177
Title/Department:	

Report Information

This is a test

Reporting Year:	Reporting Year: 2014
File:	UPS_TEST_HOLDER_Lisa_Cole_123456789_20140616121949.hrs File Size: 159.258
Report Payment Amount:	\$1.00
Payment Method:	CHECK